

19 March 1962

ILLEGIB

STATINTL

TO:

FROM:

SUBJECT: NEW T.D. FOR TP & DS

John C. contacted me Tuesday and asked that I consider establishing the system for TP & DS in the same manner as that handled for the Photo Lab. He feels this could be handled under the present T.D., titled "Photo Material Handling" and therefore, would not need a new T.D. Further discussions with John resulted in his recommending that we write a staff study and T.D. from this, he will decide whether it can be handled on the present T.D. or by a new one.

Attached is a rough draft on the outline for the T.D.

DECLASS REVIEW by NIMA/DOD

CAL/pb
CC: Route X-G (1)
File (2)

Letter satisfactory
17
6/10/62

STATINTL

- I. Submit a Staff Study Covering Entire Subject.
- II. Write complete T. D. for Staff Study. The Staff Study and T. D. will basically cover the following subjects concerned with these laboratories:
 - a. Determine the precise responsibilities of these laboratories.
 - b. Establishment, from this investigation, of the following items:
 1. Facility description and operational procedures (personnel, equipment and materials).
 2. Equipment recommendations.
 3. Staff and organization recommendations.
 4. Moving plan.
 5. Technical assistance on all above subjects.

NOTE: A considerable percent of this work has already been accomplished through previous investigations concerning these laboratories with their relationship to the photographic laboratories and the entire facility. The actual involvement of man hours to accomplish this task would probably be in the order of 5 man months. The last item, "Technical Assistance", would add to the estimate since it is